

To Apply Send Resume to

U.S. Government Printing Office
Attn: Recruitment Manager
Human Capital Office, Stop: HC
Washington, DC 20401
recruitment@gpo.gov

Note

- You must be a United States citizen to apply.
- If claiming Veteran's preference, you must submit DD214

Excellent Benefits

The GPO offers competitive benefits to meet the needs of our employees. When you put the whole package together—our work, pay, and benefits add up to an exceptional opportunity! Our benefits include:

- Competitive salaries based upon established government-wide standards and adjusted for longevity, cost of living, and locality costs
- 13 paid vacation days the first 3 years, up to 26 days after 15 years
- 13 paid sick days a year with unlimited accumulation permitted
- 10 paid Federal holidays each year
- Low cost health insurance with no waiting periods or pre-existing condition limitations
- Flexible spending accounts for health and dependent care
- Low cost life insurance and long term care insurance
- Liberal and comprehensive retirement plan
- Mass transit subsidy
- Flexible work schedules
- Recruitment Bonus or Student loan repayment program (may be available)
- Strong internal merit promotion program



U.S. GOVERNMENT PRINTING OFFICE
HUMAN CAPITAL

Keeping America Informed | www.gpo.gov

The **Emerging Leaders** Program

Business & Manufacturing
Science & Technology
Sales & Customer Service
Finance, Accountability, & Assessment

Be a part of GPO's
digital evolution.



U.S. GOVERNMENT PRINTING OFFICE | Keeping America Informed

Be a part of GPO's digital evolution and keep America informed.

The U.S. Government Printing Office's **Emerging Leaders Program** (ELP) is designed to hire and develop professionals with outstanding leadership potential for specific mission-critical occupations and skills.

This two-year training program includes on-the-job training, formal classes, and rotational and developmental assignments designed to prepare the agency's future leaders.

Today, the **U.S. Government Printing Office** (GPO) is at the epicenter of technological change as it embraces its historic mission of **Keeping America Informed**. Come be a leader as we continue to transform the agency into a digital information facility for the 21st century and beyond.

Keeping America Informed is more than our brand, it is our core mission as we continue to be at the forefront of print, publishing and information dissemination services. By joining the GPO team, you can ensure that the power of the American people is protected through the power of information.



Position Title	Program Analyst
Starting Salary	PG-9 (\$48,108)
Promotion Potential	PG-12 (\$69,764)

Participants are placed in one of four **Leadership Development Tracks**. Each track (outlined below) involves four rotational assignments that offer a broad understanding of and experience with major business lines within the GPO. Participants are provided an opportunity to build their leadership skills through a structured program of training, mentoring, teamwork, and professional development. Each participant is assigned a GPO manager as his or her mentor. Successful participants below the target grade can be promoted at the end of each year if all training requirements have been met and performance is satisfactory.

Business & Manufacturing

Selectees will rotate through the following business units: Plant Operations; Library Services; Publication and Information Sales; and Customer Services. Work includes introduction to the manufacturing process, production engineering, statistical process controls, review of business process improvement, and revenue producing initiatives.

Science & Technology

Selectees will rotate through the following business units: Information Technology and Services and the Chief Technical Office; Customer Services; Plant Operations; and Secure and Intelligent Documents. Work includes a variety of computer based tasks; CD-ROM mastering and duplication, project management, information security, Internet database storage and retrieval, web application development, and electronic scanning.

Sales & Customer Service

Selectees will rotate through the following business units: Customer Services; Publication and Information Sales; Library Services; and Plant Operations. Work involves sales and marketing of printed and digital products, enhancing customer service, and review of business process improvements.

Finance, Accountability, & Assessment

Selectees will rotate through the following business units: Human Capital; Plant Operations; Finance and Administration; and Acquisitions. Work involves introduction to GPO's financial operations, review of business process improvement and quality control, introduction to the Federal acquisition process, analysis of complex management programs, and enhancing customer service.

Desired Background

Will consider candidates with a degree in any major and/or appropriate experience but are particularly interested in those with degrees in Business, Engineering (Electrical, Manufacturing), Physical Sciences (Chemistry, Physics), Information Technology (Web Design), Graphic Design and Printing Technology.

Requirements

- A. Completion of a master's or equivalent degree in an academic field of study directly related to the position for which application is made OR equivalent specialized experience and/or education.
- B. Ability to communicate orally and in writing.
- C. Ability to analyze and evaluate data and information.
 - Selectees will be subject to pre-employment drug testing.
 - Successful Candidates receive appointments in the excepted service and upon successful completion of the internship, individuals may be selected for a permanent position within GPO.

Basis For Rating

Qualified applicants will be rated on responses to online assessments and structured interviews.